

**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

POSITION: Courtroom Deputy Clerk
SALARY: CL 26 (\$39,499 - \$64,244)
Based Upon Qualifications

OPENING DATE: September 20, 2006
CLOSING DATE: October 6, 2006
DUTY STATION: Baltimore, MD
(with intermittent travel to other locations)

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Courtroom Deputy Clerk. The incumbent acts as courtroom deputy and provides courtroom and other assistance to a variety of judicial officers. Additionally, the incumbent is responsible for recording court proceedings, arranging for the production of transcripts, and making entries in the electronic docketing system. This position calls for diplomacy and sensitivity in dealing with judges, attorneys, other government agencies, and the general public.

Duties include, but are not limited, to the following:

- Review information relating to pending cases to ensure that all materials are available for use by the court and counsel.
- Attend court proceedings and assist with the orderly flow of same by setting up the courtroom, assuring presence of necessary participants, making a verbatim record on recording equipment, maintaining a detailed log of recorded proceedings, swearing in witnesses, managing exhibits, taking notes of proceedings and rulings, and preparing minute entries.
- Prepare judgments for the judicial officer's approval.
- Act as liaison among the clerk's office, the bar, jurors, and the bench to ensure that cases proceed smoothly and efficiently.
- Make entries in the electronic docketing system; prepare and transmit notices, judgments and orders.
- Furnish general information to the general public and members of the bar.

Qualifications and Requirements:

- Excellent computer, communication, interpersonal, and organizational skills; ability to manage multiple tasks and priorities and adhere to strict deadlines; and accuracy and attention to detail required.
- Excellent customer service skills and team orientation.
- High school graduate or equivalent required; legal and/or court experience and college education, preferred.
- Requires two years general and three years specialized experience, i.e. progressively responsible experience requiring regular and recurring application of clerical procedures, use of specialized terminology, and demonstrated ability to apply a body of rules and regulations. Specialized experience should include at least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.

How to apply: Submit resume and letter of interest detailing relevant experience to:
Human Resources Administrator
4th Floor, U.S. Courthouse
101 West Lombard Street
Baltimore, MD 21201

*Applicants must be U. S. citizens or eligible to work in the United States.
Successful candidate for this position is subject to a full fingerprint and background records check,
a six-month probationary period, and mandatory electronic direct deposit of salary payment.*

*The United States District Court is an Equal Opportunity Employer.
All applications will be reviewed to identify the best qualified candidates. Due to the volume
of applications received, the Court will only communicate with those individuals invited for an interview.*